



# City of Eureka, California

## Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Class Title</b>	<b>Utility Worker II</b>
<b>Class Code Number</b>	<b>4120</b>

### General Statement of Duties

Performs a variety of skilled utility maintenance and repair work on the City's water and wastewater treatment facilities and systems; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to perform a variety of skilled utility maintenance and repair work on the City's water and wastewater facilities and systems. The work is performed under the supervision and direction of the Utility Maintenance Supervisor, but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Utility Worker I by the performance of the full range of utility maintenance and repair work, which requires a Class B commercial driver's license and/or additional required certifications specific to functional area of assignment. Positions in this class are flexibly staffed and incumbents are expected to advance to the higher level after successfully completing a probationary period, gaining experience, demonstrating proficiency, and obtaining certification(s) which meet the qualifications for the higher level class as determined by the department. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a water and/or wastewater treatment facility.

### Examples of Essential Work (Illustrative Only)

- Inspects and maintains the water and/or wastewater treatment plants and pump stations, including checking proper equipment operation, notifying supervisors of alarms and equipment failure, and writing work orders for needed repairs;

- Records pump station flow meters and charts, including opening and closing flood gates when appropriate;
- Performs corrective maintenance on water and/or wastewater facilities and equipment, including disassembly, rebuild, cleaning, and overhaul/replacement of valves, filters, pipe fittings, pumps, and other assorted equipment;
- May participate in the transportation of ~~Transports~~ sludge from the treatment facility to a pre-assigned area;
- Performs preventive maintenance, including providing for and checking proper fluid levels, maintaining accurate records of work performed, and logging amount of sludge distributed into the ground;
- Observes safe work methods and makes appropriate use of related safety equipment as required;
- Performs a variety of ground maintenance activities, including mowing, edging, and trimming landscape areas as scheduled and painting pumps and pipes when needed;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<h3 style="text-align: center;">Required Knowledge, Skills, and Abilities</h3>
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- Substantial knowledge of basic principles and practices of construction, maintenance, and repair activities specific to functional area of assignment;
- Substantial knowledge of the safe and proper use of basic hand tools, power tools, and other related construction equipment;
- Substantial knowledge of mechanical servicing of pumps, motors, and valves;
- Substantial knowledge of basic safety principles and practices of maintenance and repair activities;
- Substantial knowledge of related Federal, State, and local ordinances and regulations governing specified maintenance operations;
- Substantial knowledge of the techniques, methods, and materials related to the construction and maintenance work in the area of assignment;
- Substantial knowledge of the maintenance and operation of related light and medium duty equipment used in functional area of assignment;
- Ability to work independently with minimal supervision;
- Ability to comply with specified safety regulations and procedures;
- Ability to operate assigned heavy equipment, including backhoe and tractors;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;

- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED; and
- Six (6) to eighteen (18) months experience as a Utility Worker I.

### **Required Special Qualifications**

- Valid California Class B Driver's License;
- Confined Space Certification;
- First Responder Certification.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to efficiently operate related City vehicles, tools, and equipment in the maintenance and repair of the City water and wastewater treatment plants;
- Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to efficiently operate related City vehicles, hand and power tools, and other related equipment as required;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to crawl and maneuver within confined spaces and also effectively function in a water and/or wastewater treatment facility.

